



COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR

500 W. TEMPLE STREET
437 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012




MARK J. SALADINO
TREASURER AND TAX COLLECTOR

March 26, 2004

TELEPHONE
(213) 974-2101

TELECOPIER
(213) 626-1812

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: Mark J. Saladino
Treasurer and Tax Collector 

SUBJECT: 2003-2004 SECURED PROPERTY TAXES
SECOND INSTALLMENT PERIOD

We are taking this opportunity to advise you that the deadline for the second installment of the 2003-2004 secured property taxes is upon us.

The attached press release alerts taxpayers that the second installment becomes delinquent if not paid by 5:00 p.m., Monday, April 12, 2004. Mailed payments must be postmarked no later than midnight on April 12, 2004. Typically, the delinquency date for the second half of real estate taxes falls on April 10. However, since April 10 falls on a Saturday this year, the new delinquency date becomes Monday, April 12, the next business day.

On April 1, 2004, we will mail the press release to approximately 170 newspaper companies, television and radio stations. As a result, you may experience an increase in constituent inquiries or visits to your offices. Any inquiries received regarding the payment of taxes may either be referred directly to the 1st floor lobby, Section "A", in the Kenneth Hahn Hall of Administration or to our property tax automated telephone system (Proptax) at (213) 974-2111 or the toll free number (888) 807-2111.

If you have any special handling needs, please do not hesitate to contact me, or Donna J. Doss, Assistant Treasurer and Tax Collector at (213) 974-2077.

MJS:EE:af

X: Publicservice/Press. release

Attachment

c: Assessor
Auditor-Controller
Chief Administrative Officer
County Counsel

PROPERTY TAX PAYMENT ADVICE

FOR IMMEDIATE RELEASE

WHAT: Mark J. Saladino, Los Angeles County Treasurer and Tax Collector, reminds property owners that the second installment of the 2003-2004 property taxes becomes delinquent if not paid by Monday, April 12, 2004. To avoid the assessment of late penalties, payments must be received by 5:00 p.m. or postmarked before midnight, April 12, 2004.

To ensure proper processing of payments, make checks payable to the Los Angeles County Tax Collector and include the appropriate second installment payment stub marked "2" along with payment. Substitute bills can be obtained in our office or the local Assessor's Office.

American Express, Master Card and Visa payments are accepted. No pre-registration is required; property owners can simply call our toll-free telephone number (888) 473-0835. A service fee is charged by a third party vendor to utilize this service. When property owners have completed the transaction, a confirmation number will be provided as verification of payment.

In addition, to determine the amount due on any parcel taxpayers may access our website at <http://ttax.co.la.ca.us/>, or call our toll-free Los Angeles County Property Tax Information Line at (888) 807-2111, where automated information is available 24 hours a day.

WHERE: Los Angeles County
Treasurer and Tax Collector
225 North Hill Street, First Floor
Los Angeles, California 90012

Office Hours:
8:00 a.m. to 5:00 p.m.
Monday through Friday

Beginning March 29, 2004 through April 12, 2004, the Treasurer and Tax Collector personnel will also receive payments at the Lancaster branch of the Assessor's Office. Payments must be made by check or money order and accompanied by the payment stub. No cash payments can be accepted at this location.

Assessor's Office
251 E. Avenue K-6
Lancaster, California

Office Hours:
8:00 a.m. to 5:00 p.m.
Monday through Friday

WHEN: The second installment of the 2003-2004 property taxes becomes delinquent if not paid by the close of business Monday, April 12, 2004. Mailed payments must be postmarked before midnight, April 12, 2004.

Contacts for media personnel only:

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